

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HR CONSULTANT

POSITION LOCATION: Agency Administration, Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: HR personnel

SUMMARY OF WORK:

Under general direction of the superintendent, performs high-level personnel work of unusual and extreme difficulty in conducting, managing, and directing the design and implementation of major personnel systems and programs including or requiring new approaches, direction or dimensions in any of several aspects of personnel administration, development, management and/or operation; performs related work as required. Appointment is ordinarily made on a project assignment basis in response to a specific need.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resource Management, Business, or related field. Five years of experience performing high level personnel work requiring considerable technical skill and creativity in the design, development, installation or implementation of personnel systems or programs including, but not limited to, classifications, compensation, recruitment, hiring, testing, orientation, staff development, certifications, progressive discipline, and personnel information systems.

EXAMPLES OF DUTIES:

Under the direction of the Superintendent, manages and directs HR staff in the design, development, implementation and control of all aspects of personnel administration systems, greatly revised systems of personnel administration, completely revised personnel administration systems, and/or a major reorganization of personnel programs with major impact on Agency operations. Conducts in-depth studies of the total impact of personnel functions on Agency operations. Develops and recommends criteria and policies for the design, development, implementation and controls of personnel systems. Maximizes cost-effective utilization of human and material resources in the design, development, implementation, and control of personnel systems. Supervises and evaluates HR staff in the major overhaul and revision of HR methods and practices. Conducts extensive and intensive research in support of project objectives. Recommends appropriate courses of personnel actions. Attends meetings with agency executives and officials. Consults with the Superintendent and Attorney General's Office in legal matters. Conducts investigations and hearings, prepares detailed reports, and

PAY PLAN: <u>Admin</u>	GRADE: <u>36</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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recommends appropriate action consistent with the law, policy and regulations of the Agency.
Performs additional personnel project activities as assigned by the Superintendent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of personnel systems and programs, and of their purposes and variations in form, structure and content; considerable knowledge of personnel principles, concepts and current practices of educational institutions, State government, and government management, including due process, legislative, administrative processes; knowledge of State and federal laws, rules and regulations relating to personnel systems; knowledge of State and federal laws, Board policy and administrative regulation relating to personnel operations of the Agency.

Considerable skill and facility in conceptualization, design, planning and development of various aspects of personnel systems and programs; skill in personnel work coordination, management and leadership; skill in written and oral communication; skill in interviewing and eliciting information in support of project objectives; skill in testing and troubleshooting of project elements in area of assignment; skill in conducting research and in extracting, compiling, analyzing, evaluating, synthesizing and presenting information in support of project objectives; skill in interpersonal relations, as applied to contacts with officials, managers and representatives of various agencies and organizations.

WORKING CONDITIONS:

Travel is required.